Have You Received the 1991 Biennial Survey?

By March 15, 1991, the 1991 Biennial Survey of Depository Libraries should have arrived in your library. The survey forms were mailed first-class, in a large white envelope stamped in red: **Biennial Survey - Open Immediately.** All depository libraries are required to fill out the survey form and return it to GPO by May 15, 1991.

Out-of-Print GPO Sales Publications Reference File, 1991 Now Available to Depositories

The 1991 **Out of Print GPO Sales Publication Reference File** should be reaching the Depository Libraries shortly. The set, which lists all items that went out of stock in the GPO Sales Program during the years 1985 through 1989, is a supplement to the Exhausted GPO Sales Publication Reference File, 1980 (out of stock items, 1972-1978) and the Out-of-Print GPO Sales Publications Reference File, 1986 (out of stock items, 1979-1984). Please note that this year's set of 199 microfiche, representing 23,780 records, does not supersede either the 1980 file (136 microfiche, representing over 25,000 records) or the 1986 file (301 microfiche, representing over 37,000 records).

Libraries are urged to retain the **Exhausted GPO Sales Publications Reference File, 1980,** and the **Out of Print GPO Sales Publications Reference File, 1986** as a complete record of all out of print publications, for the years 1972-1989.

There are no sales copies of the 1980 or 1986 **Out-of-Print GPO Sales Publications Reference Files** available.

Preliminary Agenda, Spring 1991 Meeting
Depository Library Council to the Public Printer

April 17 - 19, 1991
57 Park Plaza Hotel
Boston, MA

A.M.	Wednesday, April 17	
8:30 - 9:00	Welcome/Announcements	Arthur Curley, Boston Public Library David A. Cobb, Council Chair
9:00 - 9:15	Remarks	Robert W. Houk, Public Printer
9:15 - 9:30	Legislative Update	Nancy Guiden, GPO
9:30 - 9:45	GODORT Issues & Update	Jack Sulzer, GODORT
9:45 - 10:00	Depository Services Update	Joe McClane, GPO
10:00 - 10:15	**Break**	
10:15 - 10:45	Library Programs Service Update	Bonnie Trivizas, GPO
10:45 - 11:15	Cataloging Update	Laurie Hall, GPO
11:15 - 12:00	LPS Information Technology Update	Jane Bartlett, GPO
12:00 - 1:30	**Lunch**	

P.M.		
1:30 - 2:00	NREN - Its Potentials & Limitations for Libraries	Brian Kahin, Harvard University
2:00 - 4:00	Government Information Issues Round Table	Key issues in government information will be discussed by groups divided among the registrants.
4:30 - 6:30	Reception - Sponsored by the Government Publications Librarians of New England	

********** *********************** ***********************

Thursday, April 18

A.M.

9:00 - 9:15	Announcements	David A. Cobb, Council Chair
9:15 - 9:45	Fugitive Documents Issues	Sheila McGarr, GPO David Brown, GPO
9:45 - 10:15	LPS Automation Update	Gil Baldwin, GPO
10:15 - 10:30	**Break**	
10:30 - 11:00	Private Academic Libraries in the Depository Library Program	William Sudduth, Univ. of Richmond
11:00 - 12:00	Parallax: Changes in Cartographic Information	Patrick McGlammery, Univ. of Connecticut
12:00 - 1:30	**Lunch**	

P.M.

1:30 - 2:00	Council Reports & Discussion	
2:00 - 3:30	Open Forum	

**********   ***********************   ***********************

Friday, April 19

A.M.

9:00 - 9:15	Announcements	David A. Cobb, Council Chair
9:15 - 10:00	TIGER Project Progress	Donna Koepp, Univ. of Kansas Jim Walsh, Boston College
10:00 - 10:15	**Break**	
10:15 - 11:15	Council Recommendations	
11:15 - 12:00	Council Elections/Conclusions	
12:00	Adjourn	

**********   ***********************   ***********************

Check the Labels on Your Census Floppy Disks!

Librarians at some depository libraries have alerted the Library Programs Service that one or more floppy disks that were recently shipped to depository libraries may be mislabelled.

A packet of five floppy disks that contained software and auxiliary files for several Bureau of the Census CD-ROMs was distributed on depository shipping list 91-0012-E, dated February 6, 1991. Libraries that select item numbers 133-E, 154-C, and 154-D should examine the floppy disks and verify that the label on each disk matches the contents.

If discrepancies are found, the material should be claimed using the standard claims procedure. Questions may be referred to Carl Redd, Chief, Depository Distribution Division, at (202) 275-1014.

Congressional Record CD-ROM Surveys Due

In December 1990, the last of the five pilot projects - the 1985 Congressional Record CD-ROM - was distributed to all depository libraries, accompanied by documentation and evaluation forms.

The evaluation forms included logs to record usage and expenses, as well as surveys to be filled out by users and the library staff. Libraries with CD-ROM equipment were requested to install the discs within 5 working days of receipt and begin a one month period of training, to be followed by a month of data collection. The instructions asked that all evaluation forms be returned to the General Accounting Office (GAO), in the postage-paid envelope provided, following the second month after installation.

It is now time for GPO, with the assistance of GAO, to begin the period of data analysis. All libraries that have not returned the logs and surveys are asked to do so no later than March 29, 1991. If you have any questions about the data collection forms, call Tom Beall (GAO) at (202) 275-1427. Questions about this pilot project (or any of the others) should be addressed to Jane Bartlett, Manager, LPS Information Technology Program, at (202) 275-1003.

ELECTRONI CORNER

Question: In our library, we have automated log-on procedures for patron access to online services using communications software. Does anyone have suggestions for providing security to passwords, etc?

Response: Steve Hayes, the indefatigable documents librarian from the Theodore M. Hesburgh Library at Notre Dame, submitted the following:

Here at Notre Dame we have run into a problem of users accessing DOS to find out the account number and password which we have placed on automatic communications packages like MSKERMIT or Hayes SmartCom. In order to prevent unauthorized access to such information, we use a particular "menuing" system called:

AUTOMENU from Magee Enterprises, Norcross, GA.

This menu system allows you to set up passwords for various options on the menu. We have a separate password for our Dow Jones service (since the contract states that only Notre Dame community people may use it), NAARS (National Automated Accounting Research System), Legi-Slate, and for access to DOS. We change these passwords frequently. It takes two minutes to change a password once you know the system. It really is easy. I do it, and I'm not a real "techie."

AUTOMENU is available through the various Shareware people. We, at Notre Dame, can supply people with copies, since our agreement allows us to share it for people to look at, but they are expected pay if they decide to use the package. Send a diskette to me, and we will make a copy for you. It is a friendly system and has LAN (Local Area Network) licensing agreements already established. It costs $60.00 for the server and $10 for each additional workstation.

I strongly recommend some sort of security system to prevent unauthorized access to your programming. We had to reload the entire programming onto two workstations when some "hacker" accessed the DOS and tried to copy the programming, passwords, and accounts. We can't spare this time... our "techie" has other things to do... like load new products.

To obtain a copy, send a diskette (of either size) and a return mailing label to:

Stephen M. Hayes
Documents Center--Hesburgh Library
University of Notre Dame
Notre Dame, IN 46556-5629

Thank you, Steve!

The **Electronic Corner** is provided for your questions and responses to general issues and specific topics regarding the new electronic technologies and environments in our depository libraries. This column is an interactive one and is dependent upon contributions from readers.

Please forward comments on questions posed, your suggestions for discussion, or your questions to:

>Jane Bartlett
>Electronic Corner
>U.S. Government Printing Office
>Library Programs Service (SL)
>Washington DC 20401.

If you can provide your submission in electronic format (WordPerfect or ASCII), you have my undying gratitude!

Question Needing Responses: My state is experiencing severe budget cuts, and I am unable to get funding for a personal computer, a CD-ROM reader, a modem, printer, etc. to allow my depository to provide access to government information in electronic format. Is anyone aware of grant money that might be available (other than LSCA funds) to help us acquire this needed equipment for our depository?

GODORT Presents "MARC Matters for Government Documents Librarians"

[The following announcement was submitted by Gary Cornwell, University of Florida Libraries.]

ALA/GODORT will sponsor a preconference workshop entitled "MARC Matters for Government Documents Librarians" at the 1991 Annual Meeting in Atlanta. The workshop will be held from 9:00 to 5:00 on Thursday, June 27, 1991. Deborah J. Byrne, Media Services Director, Southeast Metropolitan Board of Cooperative Services, and Gil Baldwin, Chief, Library Division of the U.S. Government Printing Office, will be the featured speakers.

The preliminary agenda for the program includes:

1) Sources for MARC GovDocs Records;
2) GPO Cataloging;
3) MARC Tape "Cleanup & Processing";
4) Using MARC Records for Products & Online Systems;
5) What is a "MARC" Record Anyway?;
6) MARC Specifications, and
7) Considerations in Using Government Document Databases.

The final agenda for the meeting will be determined once workshop participants have been surveyed to determine their specific interests.

This is a follow-up workshop to an extremely successful program held in Chicago last year. Deborah Byrne, who conducted the Chicago workshop, will be the primary presenter for this program. Following the recommendations from many of last year's participants, we have also added Gil Baldwin to the program. Gil will act as both a speaker and as a GPO resource authority throughout the day.

Deborah's list of credits include the development of a workshop entitled "Demystifying the MARC Format" which served as the basis for similar workshops throughout the country. She has also developed and presented workshops on "MARC Tape Processing," "Barcodes and Barcoding Projects," and "Automated Authority Control." Her latest accomplishment is a book on MARC databases entitled: MARC Manual: Understanding and Using Marc Records.

Gil, as many of you know, served as chief of the Cataloging Branch at GPO for many years. He was recently promoted to the position of Chief of the Library Division, but still remains active in the cataloging aspects of government publications. Gil is **the** authority on GPO cataloging practice and policy and will be a welcome addition to the program.

This promises to be both a very enlightening and popular presentation. The cost of the workshop is $75.00 and registration is limited to 50 people. **Registration will be on a first come, first served basis, so get your registration form in early (i.e., immediately!).** For your convenience, a registration form is contained on the next page.

Comments, suggestions, or questions about the workshop should be directed to Gary Cornwell, University of Florida Libraries, (904) 392-0366.
BITNET: GARCORN@NERVM
INTERNET: GARCORN@NERVM.NERDC.UFL.EDU

1991 — The Year of the Lifetime Reader

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NATIONAL LIBRARY WEEK
■ APRIL 14-20, 1991 ■

American Library Association

GODORT PRECONFERENCE REGISTRATION FORM

MARC Matters for Government Documents Librarians
Thursday, June 27, 1991
9:00am to 5:00pm

Name: _____

Institution: _____

Address: _____

_____

Telephone: _____

BACKGROUND INFORMATION

What is your present job title:_____

Does your library have an online catalog: Yes_____ No_____

If yes, what type (NOTIS, CLSI, etc.):_____

Has your library loaded MARC records for government publications into your online catalog: Yes_____ No_____

Does/will your present job include the online processing of documents: Yes_____ No_____

What specific information/knowledge are you hoping to gain from this workshop:_____ _____.

Are there topics other than the ones listed that you would like to see covered in the workshop:_____ _____.

Are you a current member of GODORT: YES_____ No_____

Return This Form With $75 Registration Check
Payable to GODORT, to:
Gary Cornwell, Federal Documents Librarian, University of Florida Libraries, Documents Department, Library West, Gainesville, Florida 32611.

Payment Must Accompany Registration Form

Census Users' Conferences Scheduled in Major Cities

[The following announcement was supplied by the Bureau of the Census, User Training Branch.]

This will be a busy year for users of census information. The first results of the 1990 Decennial Census are now available. Over the course of the next two years, the Census Bureau will release reams of paper reports and miles of computer tapes with tabulations and cross tabulations of the information collected in the census.

Data users can get a better understanding of what will be available and how they can tap this national resource at one of the 1990 Census Users' Conferences that will be held in major cities.

For those who have more specific interests and want to know about TIGER, CD-ROM, or other Census Bureau programs, the agency offers training courses, many of which feature hands-on experience.

The 1991 calendar of activities and an application form appears below.

1990 Census Data User Conferences

During 1991 and 1992 we will conduct a series of 1-day 1990 census data user conferences. The purpose of these conferences is to familiarize you with the status, content, and programs of the 1990 census and to provide information on the availability of the 1990 census products. You will learn about them all, from printed reports to compact discs. The following cities will host the conferences:

January 15, 1991	Baltimore, MD
February 7, 1991	Detroit, MI
April 26, 1991	Dallas, TX
April 17, 1991	Boston, MA
April, 1991*	Seattle, WA
May 29, 1991	Chicago, IL
May, 1991*	Denver, CO
May, 22 1991	Miami, FL
June 6, 1991	Philadelphia, PA
June 12, 1991	Minneapolis, MN
June, 14 1991	Atlanta, GA
September 19, 1991	Pittsburgh, PA
September, 1991*	St. Louis, MO
October 1, 1991	Charlotte, NC
October 3, 1991	Little Rock, AR
November, 1991*	San Francisco, CA
November, 1991*	Los Angeles, CA
December, 1991*	New York, NY
January 18, 1992	New Orleans, LA

* Dates at some sites are not yet determined. For additional information about specific dates, sites and fees, contact:

Data User Services Division
Bureau of the Census
Washington, DC 20233
Phone: (301) 763-1510

Understanding Federal Statistics

Now in its 16th year, this is the one course that anyone dealing with Federal statistics needs to take. Learn about the full range of information available from the Census Bureau and from other Federal statistical agencies. Lectures supplement the exercises and feature a variety of guest speakers. Take home materials and references offer a wealth of information. Offered three times in Washington, DC.

Cost: $275

Estimating Small Area Populations

This 2-day workshop provides you with a general overview of the methods and data used in small-area population estimates. Included are discussions of basic concepts, principles, limitations of population estimation, and step-by-step descriptions and examples of uses. On the last half-day, you will be introduced to the Census Bureau's computer software and receive hands-on practice with some of the techniques.

Cost $250

Making TIGER Work For You!

TIGER-- Topologically Integrated Geographic Encoding and Referencing System is the digital cartographic data base that the Census Bureau used to take the 1990 census. You can use it for computerized mapping, geocoding, routing, and as part of a generalized geographic information system. This 1-day workshop provides information about the file contents, how it was developed, and what you can do with it. It features demonstrations of TIGER Line file applications.

Cost $69

1990 Census Data For Small Computers

Learn about data products for small computers from the 1990 census. Several data files will be released on CD-ROM through 1993, and now is the time to get ready. This 1-day course features lectures on both technology and 1990 census products, but is primarily a hands-on workshop using latest CD-ROM data releases. Gain valuable experience through exercises using software produced at the Census Bureau, as well as commercially available database software. While not essential, some familiarity with MS-DOS is recommended.

Cost $99

1991 Calendar of Training Activities

	Date	Number	Title	Location
March	20	601–15	Making TIGER Work for You	Minneapolis, MN
	21	601–16	Making TIGER Work for You	Minneapolis, MN
April	15–18	002–46	Understanding Federal Statistics	Washington, DC
	16	401–09	1990 Census Data for Small Computers	Austin, TX
	17	401–10	1990 Census Data for Small Computers	Austin, TX
	24	601–17	Making TIGER Work for You	Ft. Lauderdale, FL
	25	601–18	Making TIGER Work for You	Ft. Lauderdale, FL
May	1	401–11	1990 Census Data for Small Computers	Boston, MA
	2	401–12	1990 Census Data for Small Computers	Boston, MA
	22	601–19	Making TIGER Work for You	Washington, DC
	23	601–20	Making TIGER Work for You	Washington, DC
June	04	401–13	1990 Census Data for Small Computers	San Diego, CA
	19–20	101–15	Estimating Small Area Populations	St. Louis, MO
July	22–25	002–47	Understanding Federal Statistics	Washington, DC
August	14–15	101–16	Estimating Small Area Populations	New Orleans, LA
September	10	401–14	1990 Census Data for Small Computers	Minneapolis, MN
	11	401–15	1990 Census Data for Small Computers	Minneapolis, MN
	25	601–21	Making TIGER Work for You	Washington, DC
	26	601–22	Making TIGER Work for You	Washington, DC
October	16	401–16	1990 Census Data for Small Computers	St. Louis, MO
	17	401–17	1990 Census Data for Small Computers	St. Louis, MO
November	20	601–23	Making TIGER Work for You	Washington, DC
	21	601–24	Making TIGER Work for You	Washington, DC
December	2–5	002–48	Understanding Federal Statistics	Washington, DC

How To Apply

Please fill in the order form and send to:

User Training
Data User Services Division
Bureau of the Census
Washington, DC 20233

Or, phone in your reservation using VISA or MasterCard (301/763-1510).

Acceptance in each course is on a first-come, first-served basis. We will confirm your acceptance by letter and include information on specific meeting room sites, local transportation, and hotels.

Refunds will be made for written cancellations received up to 2 weeks prior to the start of the course. If you cancel less than 2 weeks before the start of a particular course, you may substitute another person from your organization or transfer your registration to another seminar of your choice within 12 months, if space permits.

(please detach here)

Application for Training

Charge your order.
It's easy!

[MasterCard] [VISA]

Please Type or Print

Activity No. _____   Scheduled Date _____

Activity Title _____

_____

Applicant name

_____

Job Title

_____

Department

_____

Organization (please do not abbreviate)

_____

(Street address)

_____

(City, State, ZIP Code)

_____

(Daytime phone including area code)

Please Choose Method of Payment:

☐ Check payable to the "Commerce-Census"

☐ Census Bureau Deposit Account 9– ☐☐☐☐☐

☐ VISA or MasterCard Account

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

_____
(Credit card expiration date)

_____
(Signature)

Mail To: Dorothy Chin   Data User Services Division
              (301-763-1510)   Bureau of the Census
                                    Washington, DC 20233

Government Publications Outlook

Advance Product Information from the U.S. Government Printing Office

91-SM-24

IMMEDIATE RELEASE
For Technical Information: Russ Duncan
Graphic Systems Development Division
Government Printing Office
(202) 275-3726
To Purchase: Order Desk
(202) 783-3238

1985 FINAL (BOUND) CONGRESSIONAL RECORD IS NOW AVAILABLE ON CD-ROM

The 1985 final (bound) <u>Congressional Record</u> for the first session of the 99th Congress is now available on CD-ROM discs. The <u>Congressional Record CD-ROM</u> includes retrieval software on the CD-ROM discs, documentation and reference card.

The CD-ROM database is organized into seven categories including Proceedings and Debates of the Senate and House of Representatives, History of Bills, Daily Digest, Lobby List, Extension of Remarks and an Index to the Proceedings. Each of these seven categories have been subdivided into units called documents, which are groupings of the text in sequential order that allow the user easy interactive operation of the database.

The benefits of using the <u>Congressional Record CD-ROM</u> as opposed to the bound paper version include the ability to access, extract, store and retrieve information from the database quickly in a variety of ways. The CD-ROM version also provides the capabilities for the user to automate research activities, including insertion of personal notes on documents found as well as to flag documents of interest.

The reference manual includes examples of screens, diagrams, and indexes contained in the database as well as supplemental appendices. User software-support information is also included in the manual.

This publication, 1985 final (bound) <u>Congressional Record: CD-ROM</u>, stock number 052-000-00880-8 is available for $40.00. To order send prepayment to Department 36-JA, Superintendent of Documents, Washington, DC 20402-9325; or to order with VISA or MasterCard phone (202) 783-3238.

Now available on CD–ROM
The 1985 final (bound)

🦅 Congressional Record

The 1985 final (bound) Congressional Record is now available on two CD–ROM discs with retrieval software on each, documentation and a reference card. This new format provides fast, easy access to the text of **Record** Proceedings and Debates for the first session of the 99th Congress, as well as a complete History of Bills, Daily Digest, and Lobby List.

The 1985 **Record** CD–ROM package features:

- Easy-to-use retrieval software on the CD–ROM discs
- Full documentation in a durable binder
- Flexible search capabilities
- The capability to download or print out data
- A handy user reference card

All for only $40!
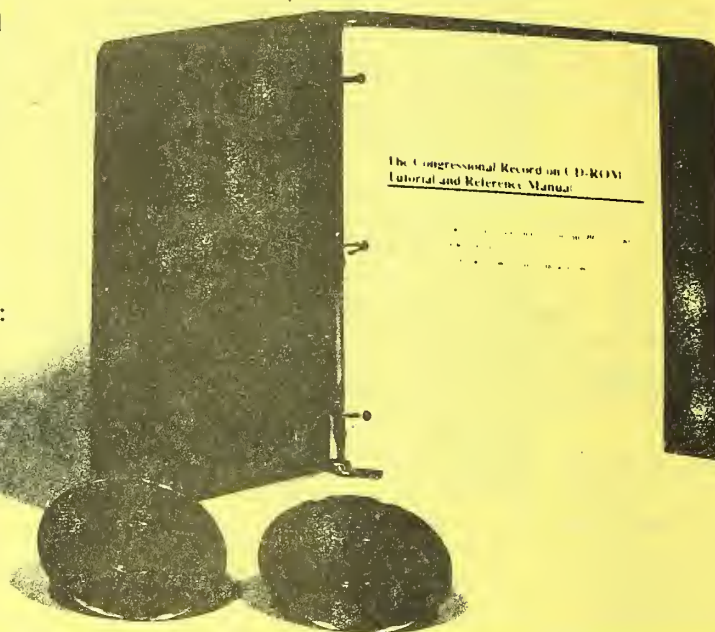
Superintendent of Documents Order Form

Order Processing Code
*3088

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☐ **YES,** please send me the following indicated publications:

_____ copies of the **BOUND CONGRESSIONAL RECORD, 1985, CD–ROM, S/N 052-000-00880-8,** at $40.00

☐ Please send me your **Free Catalog** of hundreds of bestselling Government books.

The total cost of my order is $_____. (International customers please add 25%.) Prices include regular domestic postage and handling and are good through 8/91. After this date, please call Order and Information Desk at (202) 783-3238 to verify prices.

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(Additional address/attention line)

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(Street address)

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(City, State, ZIP Code)

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(Daytime phone including area code)

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(Credit card expiration date)

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(Signature)   2/91

Mail To: Superintendent of Documents, Government Printing Office, Washington, DC 20402-9325

New Printing Schedule for Administrative Notes!
# New Rapid Turn-Around Time!

Administrative Notes is now being printed on a special program that allows for a two- to three-day turn-around time, compared to three to four weeks previously. As a result, depository news arrives at the libraries much quicker than before, and last-minute urgent notices have a better chance of being published in time.

Administrative Notes is published on the 15th and 30th day of the month, with an occasional extra issue in some months.

Depending on the number of articles, and the amount of editing and formatting needed for each article, each issue requires several days to prepare for printing. There should also be some lead time to allow for mailing. Therefore, copy deadlines are established as follows:

> the **5th** day of the month (for issues dated the 15th)
>
> the **20th** day of the month (for issues dated the 30th)
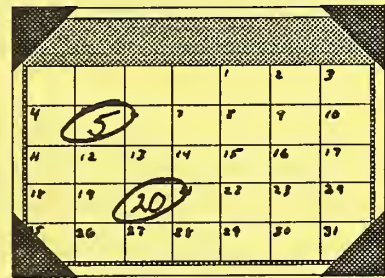
If these dates fall on a weekend or holiday, the deadline becomes the next **previous** working day.

Format Guidelines
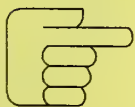
Headlines in upper and lower case, **not** all caps.
Two spaces after a period ending a sentence.
Use tabs and indent where appropriate, **not** spaces.
Bold for emphasis, **not** underlining.
1" margins all around.
Submit articles on a disk (3½" preferred), if possible, in WordPerfect or ASCII.

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